



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

REPLY TO
ATTENTION OF:

EANC-GS-LS

7 JAN 2005

MEMORANDUM FOR:

20th Support Group (EANC-T-SPT), Unit 15494, APO AP 96218-5494
23d Support Group (EANC-AS-SOL), Unit 15228, APO AP 96271-5228
501st Support Group (EANC-YG-S4), Unit 15303, APO AP 96258-5303
US Army Materiel Support Center-Korea (EANC-MSD-DP), Unit 15384,
APO AP 96260-5384
Headquarters and Headquarters Company, 19th Theater Support Command (EANC-HHC),
Unit 15015, APO AP 96218-5015

SUBJECT: Command Policy Letter #18 - Reports of Survey System

1. REFERENCES.

- a. AR 710-2, Supply Policy Below the National Level, 25 Feb 04.
- b. AR 735-5, Policies and Procedures for Property Accountability, 10 Jun 02.
- c. DA Pam 710-2-1, Using Unit Supply System, 31 Dec 97.

2. PURPOSE. The purpose of this policy is to provide 19th Theater Support Command (TSC) guidance for implementing the reports of survey system, preparing management reports, and ensuring processing timeliness.

3. RESPONSIBILITIES.

a. Commanding General. Serves as the appeal authority for all reports of survey reconsideration within the 19th TSC.

b. Chief of Staff.

(1) Serves as the approving authority for all reports of survey arising within HHC, 19th TSC.

(2) Appoints survey officer for HHC 19th TSC reports of survey.

(3) Monitors reports of survey processing time within the command.

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(4) Ensures the reports of survey system works to promptly discover, investigate, report, and act on all loss, damage, or destruction of Government property.

(5) Ensures commanders at all levels are in compliance with procedures prescribed by this memorandum.

c. ACoS, G4.

(1) Ensures the reports of survey system works to promptly discover, investigate, report, and act on all loss, damage, or destruction of Government property.

(2) Provides current status of reports of survey within the command through review and analysis.

(3) Ensures the reports of survey register and files are maintained IAW AR 25-400-2.

(4) Assigns a reports of survey number upon initial receipt of DA Form 4697 from HHC, 19th TSC.

d. Support Group Commander.

(1) Serves as the approving authority for reports of survey arising within his/her command.

(2) Ensures that the reports of survey system works to promptly discover, investigate, report, and act on all loss, damage, or destruction of Government property.

(3) Provides weekly status on all open reports of survey within his/her command to ACoS, G4 (EANC-GS-LS) by e-mail in accordance with enclosure 1.

(4) Complete the collection process to include sending the notice of financial liability and transmittal document requesting FAO acknowledgment of receipt. These two documents will be submitted to the G4 within five working days.

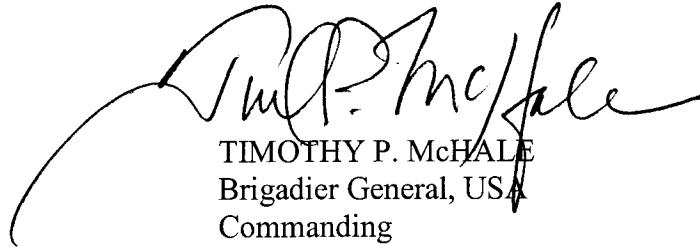
4. SUPERSESSION. This policy letter supersedes 19th TSC Command Policy Letter #18, 27 Nov 02.

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5. Points of contact are MSG Jessup and Mr. Yu, 768-6457/6459.

Encl
as



TIMOTHY P. McHALE
Brigadier General, USA
Commanding

Weekly Reports of Survey Status Report

Support Group: _____

Reporting Period: _____

Unit	Survey No	Noun	\$ Value	Date of Loss	Init Days	Date Rec'd	Date S/O Appt	Date SM Notified	Legal Rev Days	Total Process Days	Remarks

Instructions on preparing the 19th TSC Weekly Report of Survey Status Report

1. Support Group: Command submitting report to 19th TSC.
2. Reporting Period: Friday of each week for all open surveys and completed within 30 days.
3. Unit: Unit who initiated the survey.
4. Survey No: Reports of Survey number obtained from Survey Register (DA Form 1659).
5. Noun: Nomenclature of item surveyed.
6. \$ Value: Dollar amount of item surveyed.
7. Date of Loss: Enter the date of the discovery of loss, damage, or destruction of property.
8. Init Days: Total number of days begins with the date of discovery of loss, damage, or destruction and ends the moment the survey is presented to the appointing or approving authority.
9. Date Rec'd: Enter date appointing or approving authority accepted from the initiator or accountable officer.
10. Date S/O Appt: Enter date survey officer is appointed.
11. Date SM Notified: If financial liability recommended, date notification mailed or delivered to respondent.
12. Legal Review Days: Starts upon receipt of the reports of survey by the approving authority, from the appointing authority, when an appointing authority is assigned.
13. Total Process Days: Total Processing time equals the difference in days between the date of discovering the discrepancy and the date of reports of survey approval. The time used to notify individual of the survey officer's recommendation and the time used to obtain the approving authority's decision are not included.
14. Remarks: i.e. Cancelled, property recovered; completed, financial liability recommended or relief from responsibility; reopened survey; letter of lateness; or any further comments.